



## **Scituate Planning Board**

### **APPLICATION FOR SITE PLAN SPECIAL PERMIT**

#### **General Information for Applicants:**

Any proposal that impacts, or involves any change in, or additional connections to, town sewer or the municipal water supply must present a preliminary plan to the Sewer or Water Commissioners detailing the existing and proposed water and sewer usage before filing an application with the Planning Board.

It is strongly recommended that all applicants meet first with the Town Planner, then schedule an informal discussion with the Planning Board, prior to filing an application for a Site Plan Special Permit. Sketches or draft plans should be brought to these discussions. Applicants are also encouraged to informally review projects within 100' of wetlands with the Conservation Commission, and location and installation of water, storm drainage and other infrastructure proposed to connect to the town system with the DPW.

The Planning Board reserves the right to disapprove incomplete submissions at any time if, in its opinion, review of the plan is hampered by the absence of required information. In the event that incomplete plans are submitted to the Board, after opening a Public Hearing, the Board may vote to disapprove the plan and return plans to the applicant as incomplete. The Board shall cite those specific regulations with which the plan is not in compliance in a letter noting the reason for the Board's action, which shall be filed with the Town Clerk. In the event of such disapproval, the Board reserves the right to retain any filing or review fees.

#### **Checklist for applicants:**

When applying for approval of a Site Plan Special Permit, please include the following in your submission:

- \_\_\_\_ 1) Twenty copies of this form and of the deed, a signed purchase and sale agreement, and/or documentation authorizing submission by anyone other than the owner, as applicable;
- \_\_\_\_ 2) 20 copies of the plan prepared in accordance with Town of Scituate Zoning Bylaw, Section 770.4, Site Plan Special Permit , Application Requirements. All plan copies must be folded.
- \_\_\_\_ 3) A check for \$500 payable to the Town of Scituate;
- \_\_\_\_ 4) A copy of a completed Request for Abutters; and
- \_\_\_\_ 5) Where changes to the parking area are needed, the Planning Board may require an additional copy of the plan, twenty copies of a written summary of the results of the drainage calculations and function of the drainage system; six copies of drainage calculations prepared by a Registered Professional Engineer and a deposit to cover the cost of review by the town's consulting engineer. Check with the Planning Board staff to find out if this will be necessary.

Name of Applicant:	Address:	Phone:
Owner of Property if different from applicant:	Address:	Phone:
Address or Location of Property and Area (sq. ft.):	Map-Block-Lot:	Present Zoning:
Name of Engineer or Surveyor:	Address:	Phone:
Present Building Footprint(s):	Proposed Building Footprint(s):	Zoning relief requested? (Please attach application +/-or decision.)
Present Use of Property:	Proposed Use(s) or Change in Use:	Zoning relief requested? (Please attach application +/-or decision.)
Parking Spaces Presently Needed:	Parking Spaces Needed by New or Expanded Use:	No. of Additional Parking Spaces required by New or Expanded Use:
Applicant's Signature:		Owner's Signature (If Not Applicant):
Date of Submission:		Owner's Address:
Received by Planning Board:		
Received by Town Clerk:		